

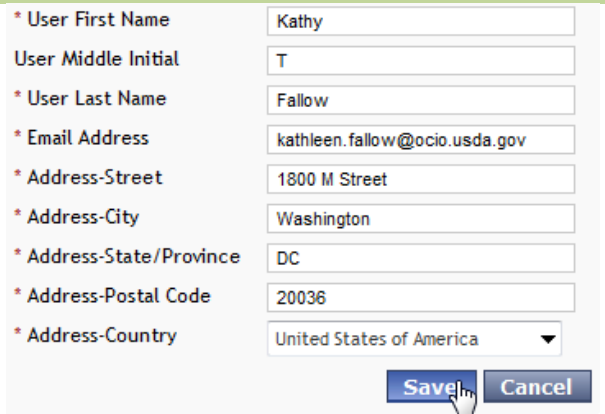



## Updating Your AgLearn Talent Profile

Many functions within AgLearn such as notifications and approvals cannot operate properly without specific identification data about you. AgLearn must have your email address as well as your current supervisor's name properly recorded in order to send you email and to approve your training requests. The following procedure illustrates how to select your current supervisor and how to enter or update your email address in AgLearn.

Step	Activity	View
1.	From the AgLearn Home Page, click your name to enter the Talent Profile area.	
2.	In the upper right corner of the Contact Information section, click the <b>Edit</b> icon to edit or add contact information, such as your email address.	
3.	<p>In the <b>Email Address field</b>, enter the email address where you like to receive AgLearn notifications (IDP approvals, SF-182 approvals, training notices, etc), then click <b>Save</b>.</p> <p><b>Note:</b> Do not attempt to update any address data here. Data entered here may be overwritten by the nightly HR feed. If a permanent change is required, please contact your HR representative.</p>	
4.	Scroll down to the <b>Employee Information</b> section, and then click the <b>Edit</b> icon to edit or add employee information, such as your supervisor.	

5. Click the **Supervisor Selector** icon to launch the search window.

\* Supervisor  AK99999999  
Coach


6. Enter your supervisor last name, first and/or email address, and then click **Search** to view the results window.

Note: The AgLearn system does not recognize nick names, so when attempting to complete a search you must always use the legal first name and/or last name. You can also use partial first name and/or last name.

Case sensitive search: ☒ No ☐ Yes

\* Last Name: Starts With  Cotti

First Name: Starts With  d

Agency: Include Sub Domains  

Email Address: Starts With

7. Locate your supervisor in the window and then click the corresponding **Select** link.

View Supervisor Results:

User ID	User Name	Email Address	Duty Station Description
DCZZ7349	Cotti, Dwayne	dwayne.cotti@usda.gov	<a href="#">Select</a>

8. Click **Save**.



9. Review the Contact Information and Employee Information to be sure you've entered the data correctly.

— Contact Information — 



**Kathy T Fallow**  
1800 M Street  
Washington, DC 20036  
United States of America  
kathleen.fallow@ocio.usda.gov

10. Click the Home tab to return to your AgLearn Home Page.